

IDYLLWILD FIRE PROTECTION DISTRICT

POLICY TITLE: Performance Evaluation - Fire Chief

POLICY NUMBER: 2009

2009.1 The Fire Chief of the District is retained and serves within the parameters as set forth by agreement with the Board of Commissioners. The Board of Commissioners shall review the performance of the Fire Chief after the initial six months of service after appointment and then annually (Anniversary date of hire) thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2009.2 The performance evaluations should occur in closed session annually during the first Board of Commissioners meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Commissioners and the Fire Chief. The Clerk of the Board shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the Fire Chief.

2009.3 The Board of Commissioners will agree upon an evaluation form to be utilized by the Board and completed prior to the formal performance review session. The Board of Commissioners shall be encouraged to prepare input on the form prior to the Board of Commissioners meeting.

2009.4 During the scheduled closed session(s), the Board should meet as a group with the Fire Chief to verbally discuss the components of the performance evaluation and receive feedback from the Fire Chief relative to his/her assessment. If requested by the Board and/or the Fire Chief, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the Fire Chief, the Board shall meet and determine an overall evaluation of the Fire Chief's performance for the past review period and provide written notification to the Fire Chief of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the Fire Chief and a copy kept in the Fire Chief's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

2009.5 The Board of Commissioners and Fire Chief should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Original Approval Date: 08/22/2013

Rev. Date 03/23/2021

March 26, 2024

Reviewed and Adopted


Clerk of the Board